

On-Campus Housing Application for Temporary Housing

Date: **[Insert Date]**

To: **[Housing Office Contact Name]**

Department: **[Housing Office/Department Name]**

University: **[University Name]**

Address: **[University Address]**

Dear **[Housing Office Contact Name]**,

I hope this message finds you well. My name is **[Your Name]**, and I am a **[Your Year, e.g., sophomore]** majoring in **[Your Major]** at **[University Name]**. I am writing to formally request temporary housing due to **[briefly explain your situation, e.g., unforeseen circumstances, relocation issues, etc.]**.

Given my current situation, I would greatly appreciate your consideration in providing housing from **[start date]** to **[end date]**. I am looking for accommodations that would allow me to **[mention any specific needs, e.g., proximity to campus, access to specific facilities]**.

I have attached necessary documentation, including **[list any documents, e.g., proof of previous housing situation, identification, etc.]**. Please let me know if there is anything else you require to process my application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Email Address]